



## **APPENDIX B: CHECKLIST FOR HOME PREPAREDNESS**

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This appendix includes a checklist that will help school personnel ensure that they are prepared for an emergency that may affect their homes as well as the school. Distribute this checklist to all school personnel at the beginning of each school year. Urge faculty and staff to use the checklist to ensure that their families know what is on hand and what to do if an emergency occurs while they are at school.

The items shown on this checklist may not be complete, and some items may be inappropriate for the hazards faced in your area. Feel free to revise the checklist to suit the hazards you face in your community.



### CHECKLIST FOR HOME PREPAREDNESS

Check	Supplies
<input type="checkbox"/>	Water and food for 3 days
<input type="checkbox"/>	Can opener
<input type="checkbox"/>	Utensils
<input type="checkbox"/>	First aid kit
<input type="checkbox"/>	At least a 30-day supply of all needed medications
<input type="checkbox"/>	Fire extinguisher
<input type="checkbox"/>	Extra pair of glasses (If you wear contact lenses have a pair of glasses too, because the dust or smoke in the air following some types of disasters makes contacts uncomfortable.)
<input type="checkbox"/>	Flashlight(s) with extra batteries
<input type="checkbox"/>	Flares
<input type="checkbox"/>	Portable AM/FM radio with extra batteries (A weather radio is also helpful in areas served by NOAA Weather Radio.)
<input type="checkbox"/>	Communication kit (phone number of out-of-state relatives, coins for a pay phone and cash, pre-addressed, stamped postcards)
<input type="checkbox"/>	Weather protection (gloves, jacket, raincoat, sunscreen, hat, etc.) Rotate as necessary for the season.
<input type="checkbox"/>	Plastic trash bags
<input type="checkbox"/>	Complete change of clothing
<input type="checkbox"/>	Comfortable shoes and practical shoes (steel toe), extra socks <ul style="list-style-type: none"> <li>▪ Comfortable shoes for those not involved in search and rescue</li> <li>▪ Steel toe shoes for those exposed to debris</li> </ul>
<input type="checkbox"/>	Sanitation supplies (toothbrush, toothpaste, soap, comb, plastic bags, tissues, sanitary napkins)
<input type="checkbox"/>	Heavy-duty work gloves
<input type="checkbox"/>	Shovels
<input type="checkbox"/>	Sleeping bag, pillow, blankets
<input type="checkbox"/>	Full tank of gas

**Rotate the supplies seasonally. Check shelf life monthly.**